

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
New York Regional Office
New York, NY 10014**

ISSUE DATE: November 17, 2008

Recruiting Bulletin No. NYRO-09-04

CLOSING DATE: December 2, 2008

SENIOR FIELD REPRESENTATIVE

GS-0303-06

Salary Range: \$36,993 - \$48,093 (Per Year)

PROMOTION POTENTIAL: GS-08

NUMBER OF POSITIONS: 01

EXCEPTED SERVICE APPOINTMENT:Not-to-Exceed 1 (one) Year,

This appointment is temporary for one year and may be extended for an additional year..

AREAS OF CONSIDERATION: Brooklyn-Kings Co.New York, for the following **Zipcodes only: 11203, 11212, 11213, 11225, 11233, 11236**

Applications Will Be Accepted From: All qualified US Citizens residing in the areas of consideration

WORK SCHEDULE: The incumbent of this position is covered by mixed-tour employment program. Based on the Regional Office workload, the number of hours scheduled per week could range from 0-40 hours, including weekends. If the applicant selected for this position is not already serving under a mixed-tour work schedule, he/she must sign an Excepted Service Mixed-Tour Employment Agreement prior to appointment.

DUTIES: The incumbent performs Team Leader activities providing guidance, instruction and training to Field Representatives (Frs) within an assigned program area. A Senior Field Representative assists in conducting group-training sessions (both initial and replacement) for Field Representative's using verbatim training guides, instructing them in interviewing procedures. Do systematic, initial and special needs observations. Does re-interviews as a quality control measure. Handles periodic regular interviewing assignments and frequent emergency assignments. Also may be assigned a varying number of non-interviewers referred by the regular interviewing staff. Converts non-interviewers (including

refusals) by both telephone and personal visit, using skilled interviewing and probing techniques to obtain required data. The SFR, with supervisory approval, will reassign cases as needed within the team. On a continuing basis, the incumbent provides direct on-the-spot advice and guidance to the field staff. Provides assistance with both general and specific problems (including on-the-job training) and serves as a troubleshooter.

QUALIFICATIONS:

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience. Experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and which is typically in or related to work of the position to be filled. To be creditable, specialized experience must have been at least equivalent to at least the next lower grade level.

Specialized Experience: One year of specialized experience equivalent to the grade 5 level in the federal service which demonstrates the ability to: *(1) gather, organize, assemble and edit data; (2) interview clients, respondents, and customers to gather and obtain data in person or by telephone; and (3) operate personal computer to create, edit, print, and retrieve documents, and generate reports.*

Applicants must meet all qualification requirements by the closing date of this announcement.

Payment of relocation expenses IS NOT authorized.

HOW TO APPLY: Please call our recruiting section at 212-584-3410, between 9:00am - 4:30pm, Monday thru Friday to be scheduled for the written test, before the closing date of the vacancy (11/24/08). Each applicant must submit a completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for this grade level, listing your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point

veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (212) 584-3410.

Complete application package must be submitted to:

**U.S. Bureau of the Census
New York Regional Office
395 Hudson Street, Suite 800
New York, NY 10014
ATTN: Administrative Officer**

APPLICATION DEADLINE: Application materials must be received by **4:00 pm EST** of the closing date of the recruiting bulletin. **Applications received after this date and time will not be considered.**

Basis of Rating: Applicants will be evaluated on the extent and quality of their experience.

CONDITIONS OF EMPLOYMENT:

- Must be able to travel all parts of the area of consideration on short notice.
- Must be available for evening and weekend work.
- Must be willing to accept all assignments.
- Must have drivers license, car (except in Manhattan) and telephone.
- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

For further information on this vacancy you may contact, Administrative Officer at (212) 584-3410.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.